

Addendum 1

The incumbent's duties and responsibilities include, but are not limited to: a) management of the FEBR program over a broad geographic region, b) support of the unclassified security systems maintenance and repair program in the ESO's region, c) maintenance and repair of CCTV equipment and devices, d) maintenance and repair of walk-through-metal-detectors, e) maintenance and repair of vehicle arrestor systems, f) maintain inventory levels of FEBR and specified security system parts, g) maintain records of repairs and parts inventories, and (h) perform any other duties as directed by the Officer-in-Charge (OIC) of the ESO to support the staff and/or overall technical security program.

Manage FEBR Program 50%

The FEBR RST is responsible for developing and managing the FEBR products program in the RST's region of responsibility in accordance with guidelines established by DS/ST/STO, OBO and ESO San Salvador. FEBR product support duties will include, but are not limited to: a) replacing damaged hinges and worn hinge bearings; b) adjusting, repairing or replacing defective door hardware; c) installing missing, tightening loose, and replacing damaged frame bolts, anchors and screws; d) adjusting door frames to ensure forced entry locks (FEL) operate properly and door leafs open and close binding; e) replacing damaged glazing panels; and f) troubleshooting door electrical hardware.

Any major repair work will be coordinated with the FEBR Program Section Chief through the OIC/ESO. Major repair work is defined as work that involves installing or replacing any FEBR product to include removing an existing FEBR door, enlarging an existing rough opening, fabricating and installing a steel tube sub-frame and properly reinstalling the door, and/or surveying FEBR products for replacement. The FEBR RST will survey all FEBR products at post and will utilize the DS/STO (the Computerized Maintenance Management System (CMMS)) and FEBR Program Section FEBR Tool for gathering FEBR product data and reporting FEBR issues. The FEBR RST will visit regional posts either by him/her self or with a member of the ESO and/or ESO team, as required, but at least one time each fiscal year.

Note: The FEBR Program Section will provide training for replacing FEBR products to include glazing panels; and will provide the FEBR RST with the required forms and check lists that are to be utilized in managing the local FEBR RST Program.

Vehicle Arrestor System Support: (10%)

The FEBR RST is responsible for developing and managing the Vehicle Arrestor System (VAS) maintenance and repair program in the ESO San Salvador's region of responsibility in accordance with guidelines established by DS/ST/STO, OBO, and ESO San Salvador. Vehicle Arrestor System support duties will include, but are not limited to: a) preparing maintenance schedules and procedures; b) training local GSO/FMS staff on the maintenance and minor repair of VAS; (c) inspecting, verifying, and ensuring proper maintenance regimens are performed and that VAS operating parameters meet DS standards, d) performing maintenance and repairs on VAS, e) identifying the need for major repair and refurbishment to VAS and working with the OIC/ESO to prepare Engineering Service Support Requests to have the work performed; f) coordinating with posts to ensure the monthly maintenance schedule is performed and that the associated work orders in CMMS are completed and closed; g) maintain the VAS database in CMMS and locally at the ESO; h) yearly inventorying post's FMS VAS parts inventories, reconciling the inventories in CMMS; i) ensure post's FMS have the appropriate and adequate parts in stock to perform periodic maintenance and emergency repairs.

Note: The VAS program requires an in-depth understanding of electrical systems, electronics, and hydraulics, the potential hazards of working with electrical, electronic and hydraulic (high pressure) systems, and a consistent adherence to sound safety practices when working in and around these systems. These systems pose a serious hazard that could result in severe personal injury including loss of limb or life.

CCTV System Support: 10%

The FEBR RST is responsible for developing and managing a CCTV maintenance program for CCTV cameras installed outside on Controlled Access Areas (CAA), CCTV system support duties include, but are not limited to: a) preparing a routine maintenance schedule for ensuring all CCTV cameras and monitors are maintained in optimal working condition,, b) performing regular camera cleaning, focusing, and alignment to desired field of view for all cameras in the ESO San Salvador's region of responsibility, c) repairing and maintaining in optimal condition all camera support structures to include items such as poles, mounting brackets, housings, cabling, and power supplies, d) maintaining the CCTV local ESO and CMMS databases, e) identifying improvements to CCTV coverage, especially due to changes at Post associated with construction projects or changes in facility usage, f) identifying CCTV system components more than two model revisions old and assisting the OIC/ESO with preparing and implementing system upgrades.

Other Security System Support: (10%)

The FEBR RST is available in the OIC/ESO to perform installation, maintenance, repair and inspection of any security system not located in controlled access areas to include locks, walk-through-metal detectors, explosive detection equipment (EDP), and X-ray machines. Work on EDP and X-ray systems is only permitted under the direct supervision or authority of a Security Technical Specialist or Security Engineering Officer. Work on a Tear Gas dispensing system or any system installed in a CAA is strictly not/not permitted.

Administrative Duties and Tasks: (20%)

The FEBR RST is required to use the CMMS to record all work performed, services rendered, parts used, and travel expenses incurred in accordance with DS/ST, DS/STAC and ESO San Salvador rules, procedures and regulations. The system is time consuming and requires discipline to perform tasks and maintain all reporting requirements current. The FEBR RST has yearly, semi-annual, monthly and per TDY trip travel and budget planning and reporting tasks as defined in ESO San Salvador standard operating procedures. The FEBR RST has yearly inventory counting and reconciliation requirements for FEBR parts, VAS parts, and FEBR specialized tools and equipment. The FEBR RST has yearly and periodic performance evaluation responsibilities that include assisting the rating officer with development of a yearly work plan, providing regular job performance reports, and participating in periodic performance reviews. The FEBR RST is tasked with maintaining the ESO vehicle, ensuring regular maintenance and unexpected or planned repairs are performed within budgetary constraints. The FEBR RST must be willing and able to travel to any part of the world to attend in-service training as requested by the OIC/ESO or OBO to maintain proficiency on security systems.

The employee is required to drive a Government own vehicle.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.